



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

JUN 5 2017

OFFICE OF THE  
CHIEF FINANCIAL OFFICER

**MEMORANDUM**

**SUBJECT:** Business/First Class Exception for Security Reason

**FROM:** Jeanne Conklin, Acting Controller  
Office of the Controller

A handwritten signature in blue ink that reads "Jeanne Conklin".

**TO:** John Reeder, Deputy Chief of Staff  
Office of the Administrator

This memorandum serves as a response to your request on behalf of the special agents who accompany Administrator Pruitt on official travel, while serving in a protection services detail capacity for Premium Business Class and or First Class travel, due to security reasons effective May 15, 2017. After reviewing related documentation received, it was determined your request complies with criteria outlined in Resource Management Directives System 2550B, Official Travel Section V. Prudent Travel Management, "Other than Coach Class Travel Exception." Therefore, I am approving this request.

Please be advised of the following information, as outline in the Federal Travel Regulation: Chapter 301- Temporary Duty (TDY) Travel Allowances, Subchapter B- Allowable Travel Expenses, Airline Accommodations §301-10.123 "When may I use other than coach-class airline accommodations?" (a); (3); (i): Use of coach-class accommodation would endanger your life or Government property.

All correspondence, including emails, must be retained as documentation in the responsible office. To ensure proper processing of the travel claim, a copy of this memorandum should be attached to the travel voucher and routed through Concur to the Cincinnati Finance Center.

Should you have questions regarding this decision, please contact Sherri Anthony, Director, Policy, Training & Accountability Division at (202) 564-3185.

cc: Reginald E. Allen  
David A. Bloom  
Howard Osborne  
Elise B. Packard  
Kevin Minoli  
Ann Sisson Meshell  
Jones-Peeler Sherrí  
L. Anthony Khary  
Nelson Aileen  
Atcherson

**Wood, Nikki**

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**From:** Conklin, Jeanne  
**Sent:** Monday, February 26, 2018 9:53 AM  
**To:** Wood, Nikki  
**Subject:** FW: Business/First Class memo....

*Jeanne*

Jeanne Conklin, CGFM, CGMS  
Controller  
Office of the Controller  
Office of the Chief Financial Officer  
U.S. ENVIRONMENTAL PROTECTION AGENCY  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460  
(202) 564-5342 (o) (202) 494-7463 cell



**From:** Allen, Reginald  
**Sent:** Thursday, June 01, 2017 11:02 PM  
**To:** Badalamente, Mark <Badalamente.Mark@epa.gov>  
**Cc:** Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Davis, Gail <Davis.Gail@epa.gov>; Barnet, Henry <Barnet.Henry@epa.gov>  
**Subject:** Re: Business/First Class memo....

Mark  
Jeanne has the memo for the Administrator from AO SRO - she is processing...  
Reggie

**Reginald E. Allen**  
*Assistant Deputy Chief of Staff*  
U.S. Environmental Protection Agency  
Office 202-564-0444  
Direct 202-564-1029  
Cell 202-306-2879

On Jun 1, 2017, at 3:23 PM, Badalamente, Mark <Badalamente.Mark@epa.gov> wrote:

Jeanne --

OCEFT is working on it. As I understand it, the security detail are working with AO regarding the determination for the Administrator. If a request is made and approved for the Administrator, as

OECA's SRO I would be able to make a derivative determination for the agents providing protection. The request for approval for the Administrator would need to come from the SRO for the Administrator's office, not the OECA SRO.

Please give me a call if you'd like to discuss.

**From:** Conklin, Jeanne  
**Sent:** Thursday, June 01, 2017 3:14 PM  
**To:** Badalamente, Mark <[Badalamente.Mark@epa.gov](mailto:Badalamente.Mark@epa.gov)>  
**Cc:** Allen, Reginald <[Allen.Reginald@epa.gov](mailto:Allen.Reginald@epa.gov)>  
**Subject:** Fwd: Business/First Class memo....

Mark  
Any update on the memo?

Jeanne Conklin  
Acting Controller, Office of the Controller, OCFO  
202-564-5342  
Sent from my iPhone

Begin forwarded message:

**From:** "Davis, Gail" <[Davis.Gail@epa.gov](mailto:Davis.Gail@epa.gov)>  
**Date:** June 1, 2017 at 3:07:30 PM EDT  
**To:** "Conklin, Jeanne" <[Conklin.Jeanne@epa.gov](mailto:Conklin.Jeanne@epa.gov)>  
**Subject:** Business/First Class memo....

Hi Jeanne, any news on the letter? Has OECA sent you anything yet?